

SAM and DUNS Presentation A/OPE/EAD October 2017

If you would like to be eligible for contract awards above US\$30,000 with the U.S. Government, then you need to read the following instructions carefully.

Quick Start Guide for Entities Interested in Being Eligible for Government Contracts

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Why?

Having a DUNS number and active SAM registration is a mandatory requirement for any interested entity to be eligible for contract awards above US\$30,000

“Only contractors with a valid DUNS number and active SAM will be qualified and be eligible for awards contracts above US\$30,000”

General Instructions

What do I need to get started

Before you proceed with SAM registration, you must have NCAGE Code and a DUNS number.

1. If you do not have NCAGE Code, you can request one for free by visiting the NATO Codification Tools webpage at:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

2. If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at:

<http://fedgov.dnb.com/webform>

General Instructions for Registering in DUNS / SAM

IMPORTANT FACTS

1. There is no registration fee for DUNS or SAM for any organization. There are businesses that will assist in registration for a fee, but you are not required to make payment to any DUNS representatives for purposes of being awarded USG contracts, grants, or cooperative agreements.
2. All organization/entity information **MUST BE IDENTICAL IN DUNS, NCAGE and SAM.** You cannot enter one address for DUNS and then a different address for SAM. This will cause a system error and result in significant delays. You cannot have unequal spacing between words in the primary contact information fields. Be very precise when entering all data.
3. For SAM Customer Service, contact:
Federal Service Desk: www.fsd.gov
US Calls: 1-866-606-8220
International Calls: 334-206-7828
You may also contact your DIC point of contact

General Instructions for Registering in DUNS / SAM

SAM INSTRUCTIONS TO READ PRIOR TO REGISTRATION

1. Go to www.sam.gov
2. Click on the “Help” Tab.
3. Click on the “FAQs” Tab, read the “SAM User Help” information.
4. Click on the “User Guides” tab, then the “Quick User Guides” tab below.
5. Click on “Full User Guide” and download full instructions for completing SAM registration. This guide contains step-by-step screen shots to assist in the registration process.

General Instructions for Registering in DUNS / SAM

6. Also under the “User Guides” tab are “Demonstration Videos:”
 - SAM Overview Video
 - Register a New Entity in SAM to be Eligible for Grants and Other Federal Assistance
 - Migrating Your Legacy System Roles
7. For SAM frequently asked questions (FAQs), go to:
<https://www.sam.gov/portal/public/SAM/>
8. Once you have read through the formal instructions on the SAM website, you can use the instructions for basic reference when entering SAM organizational information.

1st step

Request NCAGE Code

Request NCAGE Code by visiting the NATO Codification Tools webpage at:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

1. Check to see if a NCAGE Code is already assigned for the company.
2. If the search does not result in a match to an existing NCAGE code:
3. Click [Request New] button in the bottom right hand corner of the screen.
4. Follow the directions to obtain an NCAGE Code.
5. Submit the request. A validation email message is sent to the POC in the NCAGE Request for confirmation.
6. Confirm the NCAGE request by clicking on the link embedded in the email.
7. It can take up to ten business days to process a CAGE Code request with a new SAM entity registration

1st step Request NCAGE Code

The screenshot shows the NATO Codification Tools website. The browser address bar is circled in yellow and labeled with a yellow oval containing the number '1'. Below it, a yellow box contains the URL: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. The website header includes the NATO logo, 'NATO Codification Tools', and the NSPA logo. The main navigation bar has links for 'NMCRL-WEB', 'NMCRL Offline', 'CAGE/NCAGE Code Request', and 'ACodP2/3'. The 'CAGE/NCAGE Code Request' link is highlighted. Below the navigation bar, there is a 'Search Criteria' section. The 'Organization Name' and 'Country' fields are circled in yellow and labeled with a yellow oval containing the number '2'. Below this, a yellow box contains the text 'Enter Organization Name and Country'. To the right of the 'Search Criteria' section, there is a 'Click Search' button. The 'Click Search' button is circled in yellow and labeled with a yellow oval containing the number '3'. The website footer includes the NATO logo and a taskbar at the bottom with various application icons.

1

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

2

Enter Organization Name and Country

3

Click Search

1st step

Request NCAGE Code

CAGE/NCAGE Code x

https://portal.nspa.nato.int/AC135Public/scage/CageList.aspx

NATO Codification Tools

NSPA
NATO SUPPORT AND PROCUREMENT AGENCY

NMCR-L-WEB NMCR-L Offline CAGE/NCAGE Code Request ACodP2/3

Home CAGE/NCAGE Code Request

This page is to a document that explains CAGE/NCAGE procedures. It also includes the process as they relate to registering in and updating data in U.S. System for Award Management (SAM). We highly recommend organizations trying to do business with the U.S. Federal government read the document and follow the instructions. The document also contains points of contact for CAGE/NCAGE matters for the National Codification Bureau.

Search Criteria

When the search is done, the "Request New" button will become available.

CAGE/NCAGE Code

Organization Name
Test
Country
NUSMT
City

Postal Code
Phone Number
Identification Number (IDN)

Results

(N)CAGE	Organization Name	City	Postal Code	Country	Status
No matching (N)CAGE codes were found					

Request New

4

Request New Code

Windows taskbar: e Ariba Spe... e This page ... CAGE/NC... Microsoft ... Inbox - Qis... Draft - Co... Instruction... PB 2013-0... System for... Document... SAM and ... Microsoft ... US Instruct... EN 12:55 PM 9/15/2016

1st step Request NCAGE Code

https://portal.nspa.nato.int/AC135Public/scage/RequestNewCAGE.aspx?country=S1VXQUIU Request New CAGE/NCAGE...

File Edit View Favorites Tools Help

NATO Codification Tools NSPA NATO SUPPORT AND PROCUREMENT AGENCY

NMCRL-WEB | NMCRL Offline | CAGE/NCAGE Code Request | ACodP2/3

Home | Request New CAGE/NCAGE Assignment

Current application allows to request CAGE/NCAGE Codes for entities located in NATO or non-NATO countries as well as specific I-CAGE codes for SUPRA-national organizations like ISO, United Nations UN, NATO agencies etc.

Country Check

Type of Entity*
A Private Company

Emergency Level*
Baseline

Is the entity to be registered as supranational organization?*

☐ Yes
☒ No

Country*
KUNAZIT

Cancel Start

5

Start entering requested details

6

Click Start

125% 2:10 PM 9/15/2016

1st step Request NCAGE Code

https://portal.nspa.nato.int/AC135Public/cage/RequestNewCAGE.aspx?country=SIYXQUIU Request New CAGE/NCAGE...

File Edit View Favorites Tools Help

NATO Codification Tools NSPA NATO SUPPORT AND PROCUREMENT AGENCY

NMCRl-WEB NMCRl Offline CAGE/NCAGE Code Request ACodP2/3

Home Request New CAGE/NCAGE Assignment

Information related to the CAGE/NCAGE request initiator (data not recorded in the CAGE/NCAGE database). Please make sure your email address is valid, as your request won't be processed.

Step 1 of 4: Initiator Data

First Name*	Country Type here
Last Name*	Email*
Organization Name	Phone Number
Address	Fax Number

Cancel Previous Next

7

Complete all steps and fill in consequent screens

8

Click Next

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1st step

Request NCAGE Code

1. After you have filled all requested details and followed the directions to obtain an NCAGE Code, submit your request.
2. A validation email message will be send to the POC in the NCAGE Request for confirmation.
3. You need to confirm the NCAGE request by clicking on the link embedded in the email

2nd step

Validate NCAGE Code

Validate NCAGE Code

- a. When the NCAGE Code is assigned, an email message will be sent to the entity POC in the NCAGE Request.
- b. The new NCAGE CODE information is validated by logging into the NSPA web portal.
(<https://eportal.nspa.nato.int/AC135Public/default.aspx>)
 - Click on the tab labelled CAGE/NCAGE Code Request.
 - Enter the NCAGE Code in the first screen, click the Enter key.
 - At the bottom of the screen, a Results box will display. Click on the line of the entity/organization.
- c. NSPA and the appropriate country's NCBs will forward all NCAGE Code information to the U.S. CAGE Program Office. Depending on the assigned country, the data transmission to the U.S. CAGE Program Office will vary from daily/weekly/monthly/bi-monthly/annually based on their internal procedures for transmission to all AC/135 nations.
- d. If the NCAGE Code is not assigned by NSPA/or National Codification Bureau (NCB) then the company entity POC will be contacted by email/letter from NSPA or NCB.

2nd step

Validate NCAGE Code

The screenshot shows a web browser window with the URL <https://eportal.nspa.nato.int/AC135Public/default.aspx> in the address bar. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website's navigation bar contains links for NMCRL-WEB, NMCRL Offline, CAGE/NCAGE Code Request (highlighted with a yellow circle), and ACodP2/3. A yellow arrow points from the address bar to a yellow box labeled '1' containing the URL. Another yellow arrow points from the 'CAGE/NCAGE Code Request' link to a yellow box labeled '2' containing the text 'Click Search'. The main content area of the website includes a 'Welcome' section with a list of tools (NATO MASTER CATALOGUE OF REFERENCES FOR LOGISTICS (NMCRL), NATO COMMERCIAL AND GOVERNMENTAL ENTITIES (NCAGE) Tool, NATO MULTILINGUAL CLASSIFICATION AND ITEM NAME DIRECTORIES (ACODP-2/3)), a 'NEW Online Training' section, an 'NMCRL WEB VERSION 3.0' section, and a 'NEW on CAGE/NCAGE Tool Now available in French' section. The bottom of the page displays the 'NCAGE support' email address: ncage@nspa.nato.int. The Windows taskbar at the bottom shows various open applications, including Arriba, Home, CAGE/NC..., Microsoft..., Inbox, Draft, Instruction, PIB 2013-0..., System for..., Document..., SAM, and US Instruct.

1

<https://eportal.nspa.nato.int/AC135Public/default.aspx>

2

Click Search

2nd step

Validate NCAGE Code

CAGE/NCAGE Code - x

https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

NATO Codification Tools

eng

NMCR-L-WEB NMCR-L Offline CAGE/NCAGE Code Request ACodP2/3

Home CAGE/NCAGE Code Request

This page is to a document that explains CAGE/NCAGE procedures. It also includes the process as they relate to registering in and updating data in U.S. System for Award Management (SAM). We highly recommend organizations trying to do business with the U.S. Federal government read the document and follow the instructions. The document also contains points of contact for CAGE/NCAGE matters for the National Codification Bureau.

Search Criteria

Click the "Request New" button will become available.

CAGE/NCAGE Code
[XCEL]
Organization Name
Country
City

Postal Code
Phone Number
Identification Number (IDN)

3

Enter CAGE Code

4

Click Search

EN 8:30 AM 9/22/2016

2nd step

Validate NCAGE Code

The screenshot shows the NATO Codification Tools website. The search criteria form includes fields for CAGE/NCAGE Code, Organization Name, Country, City, Postal Code, Phone Number, and Identification Number (IDN). The results table is highlighted with a yellow oval and contains the following data:

NCAGE	Organization Name	City	Postal Code	Country	Status
9HC61	AL FAKH AL 3400 CO MIL	KUWAIT	70601	KUWAIT	A

Below the results table, a yellow circle containing the number 5 is shown, with an arrow pointing to a yellow box containing the text: "Results box will display. Click on the line of the entity/organization".

3rd step

Validate Information in CSI

Validate Information in CSI.

- a. Once the NCAGE is received in the CAGE Program Office, the NCAGE Code is displayed in CAGE Search and Inquiry (CSI – formerly Business Identification Number Cross Reference System (BINCS)). This should be used to verify the registration information.
- b. Go to the CSI homepage at (<https://cage.dla.mil/Home/UsageAgree>)
- c. Click “I AGREE” at bottom middle of the page
- d. The easiest way to search in CSI is to search by CAGE/NCAGE or DUNS Number.
- e. The entity/organization’s Legal Business Name and Physical Address must match exactly with NSPA, CSI, D&B and SAM.
- f. If the NCAGE does not display in CSI but IS located in the CAGE/NCAGE Code Request, contact the DLA Contact Center at (dlacenter@dla.mil) reporting this discrepancy.
- g. If all information is current in CSI and CAGE/NCAGE Code Request, proceed to obtain a DUNS Number.

TIMEFRAME: CSI is updated after CAGE Program Office has received and processed the NCAGE data which may be up to **10 business days**.

3rd step

Validate Information in CSI

1

(<https://cage.dla.mil/Home/UsageAgree>)

CAGE
COMMERCIAL AND GOVERNMENT ENTITY PROGRAM

SEARCH & INQUIRY REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Terms and Conditions

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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This site requires cookies to function properly. Please enable acceptance of cookies if they are currently disabled.

This site has been tested and is operational on Internet Explorer (IE11), Mozilla Firefox (Version 38), and Google Chrome (Version 48).

I AGREE

2

Click I Agree

3rd step

Validate Information in CSI

The screenshot shows the CAGE Search & Inquiry website interface. The browser address bar displays <https://cage.dia.mil/Search>. The website header includes the CAGE logo and navigation links: SEARCH & INQUIRY, REQUEST | UPDATE, NEWS, FORMS, RESOURCES, ABOUT, and CONTACT US. The main content area features a search bar with the text "534724781" and a "SEARCH" button. Below the search bar is an "Advanced" search form with fields for Legal Name, Contact Phone, State/Province, and Postal Code. A "SEARCH TIP" is provided at the bottom of the form. The footer contains links to HOME, CAGE SEARCH & INQUIRY, REQUEST | UPDATE, NEWS AND EVENTS, FORMS, RESOURCES, TERMS OF USE, ABOUT, CAGE, DUNS, SAM, Ownership Of Offeror, CONTACT US, CAGE Commercial And Government Entity Program, 1.877.352.2255, and Customer Service. A Department of Defense seal is also present in the footer.

Annotations for the 3rd step:

- 3** Search by NCAGE or DUNS Number. (Points to the search input field containing "534724781")
- 4** Click Search (Points to the "SEARCH" button)

3rd step

Validate Information in CSI

The screenshot shows the CAGE (Commercial and Government Entity) search results page. The page header includes the CAGE logo and navigation links. The search results section displays a table of results. A yellow oval highlights the first result, and a yellow arrow points from it to a yellow circle containing the number 5. Below the circle is a yellow button with the text "Select 'Details' to display CAGE information".

Search Results

CAGE or DUNS: 534724781 | Legal Name: | Phone: | State/Province: | Postal Code: | **SEARCH**

Results Returned: 1

CAGE	DUNS	Legal Business Name ▼	State/Prov.	Zip/Postal	Details
SHC61	534724781	AL FAJR AL JADID CO WILL	KUWAIT	70651	Details

5

Select "Details" to display CAGE information

3rd step

Validate Information in CSI

CAGE
COMMERCIAL AND GOVERNMENT ENTITY PROGRAM

SEARCH & INQUIRY | REQUEST | UPDATE | NEWS | FORMS | RESOURCES | ABOUT | CONTACT US

Details

SHC61 AL FAJR AL JADID CO WLL

CAGE Information

CAGE	SHC61
DUNS	534724781
Status	Active
Type	Non-Manufacturer
Established	01/06/2010
CAGE Update Date	09/06/2016
CAGE Expiration	
SAM Expiration	01/06/2011

Contact Information

POC	KAED HATIMALI BOHRA
Corporate URL	HTTP://WWW.FAJRALJADID.COM
Phone	0096524825488
Fax	0096524845184
Address	STREET 18, SHUWAIKH ELECTRICAL MARKE SHUWAIKH INDUSTRIAL AREA 2
P.O. Box	PO BOX 42084
City	KUWAIT
County	
State/Province	KUWAIT
Country	KUWAIT
Zip/Postal	70651

Ownership of Offeror Information

Highest Level Owner	Information not Available
Immediate Level Owner	Information not Available

Additional Information

CAO-ADP	
Parent CAGE	

List of Offerors (0)
Information not Available

The entity/organization's Legal Business Name and Physical Address must match exactly with NSPA, CSI, D&B and SAM.

4th step

Request DUNS Number

Request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>

- a. Register with Dun & Bradstreet (D&B) to obtain the Data Universal Numbering System (DUNS) Number by accessing the webform at <http://fedgov.dnb.com/webform>
- b. Ensure the entity's Legal Business Name and Physical Address match exactly with what was registered for the NCAGE Code by logging into the NSPA web portal and using the search option
- c. You will receive an email from D&B with your DUNS number. After 48 hours you can proceed with your SAM registration process.

It takes 1-2 business days to obtain a DUNS

4th step

Request DUNS Number

CCR Webform - Home - Windows Internet Explorer

http://fedgov.dnb.com/webform/displayHomePage.do

Favorites Customize Links Free Hotmail Windows Marketplace Windows Media Windows

CCR Webform : Home

D&B Decide with Confidence

D&B DUNS Numbers™ for US Government Contractors & Grantees

Spam-blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from govnt@dnb.com.

http://fedgov.dnb.com/webform

About the D&B D-U-N-S Number

Frequently Asked Questions (FAQ)

D&B, CCR, Grants Contacts

D&B's Privacy and Data Policy

Accessibility

Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact govnt@dnb.com

Spam-blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from govnt@dnb.com. Adding govnt@dnb.com to your address book will prevent our emails from being inadvertently blocked.

Click to request your DUNS number

Internet | Protected Mode: On

125%

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4th step

Request DUNS Number

CCR Webform : Search - Windows Internet Explorer

http://fedgov.dnb.com/webform/pages/CCRSearch.jsp

CCR Webform : Search

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Company Lookup > Search >

Search

Please select the country or territory where your company is physically located, then click continue. If you do not see your country or territory listed, please contact govt@dnb.com

KUWAIT

Continue

3

4

Select Country "Kuwait"

Click "Continue"

Done

Internet | Protected Mode: On

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3/9/2015

4th step Request DUNS Number

CCR Webform : Search - Windows Internet Explorer

http://fedgov.dnb.com/webform/searchAction.do

CCR Webform : Search

Company Lookup > Search >

Search

Fill out the following information to search for your company.

Please select the country or territory where your company is physically located, then click continue. If you do not see your country or territory listed, please contact govt@dnb.com

KUWAIT **Continue**


Enter the following information for companies located in KUWAIT and click the submit button to execute your search.

Business Name: test

Street:

City:

Phone:

 [Click here for a new image](#)
[Click here to listen to audio](#)
[Click here to download wav file](#)

Enter the verification code shown: ftmjH7

This is to prevent automated registrations

Submit

5

Fill in requested details and then Submit.

Internet | Protected Mode: On

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4th step

Request DUNS Number

CCR Webform : Results - Windows Internet Explorer

http://fedgov.dnb.com/webform/searchAction.do

CCR Webform : Results

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Decide with Confidence

Company Lookup > Search > Results >

Search Results

Your search returned the following results...**

OPERATIONAL TEST COMMAND FOAT KUWAIT CITY, KU	Request Your Existing D-U-N-S Number
	View/Modify Your Information
TESTA GEN. TRADING & CONT. CO. W.L.L. P.O. Box 7288 HAWALLI KU	Request Your Existing D-U-N-S Number
	View/Modify Your Information
AL FOUZ TOAST Ner To Gtc Paints Shuwaikh Industrial Area Shuwaikh, KU	Request Your Existing D-U-N-S Number
	View/Modify Your Information

If you do not see your company listed above...

[Search Again](#) (try a former business address) OR

[Request a New D-U-N-S Number](#)

6

If you have NO previous DUNS number, you can proceed to request a New D-U-N-S Number

** If you are not able to distinguish your location from the search results please contact D&B at gov1@dnb.com

If you have technical difficulties, please contact gov1@dnb.com

© Dun & Bradstreet Inc., 2009

Internet | Protected Mode: On

12:01 PM 3/9/2015

4th step

Request DUNS Number

CCR Webform : New Duns Number Request. - Windows Internet Explorer

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=-1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleNa

CCR Webform : New Duns Number R...

Decide with Confidence

D-U-N-S Number Request > Search > Enter Your Company Information >

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
? Legal Name	test
? Legal Structure	Select one
? Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
? Phone Number of Business	

Physical Address	
? Street	
? City	
? State	
? Zip Code + 4/Postal Code	
Country	KUWAIT

Mailing Address (optional) <input type="checkbox"/> Same as Physical Address	
? Street/ P.O. Box	
City	

7

Fill all fields required and then select Submit. Ensure the entity's Legal Business Name and Physical Address match exactly with what was registered for the NCAGE Code

Done

Internet | Protected Mode: On

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5th step

Register with the System for Award Management (SAM)

Register with the System for Award Management (SAM)

- a. You **must** have the NCAGE Code and the DUNS Number before registering in SAM.
- b. Register in SAM once the D&B number and NCAGE Code are granted.
- c. Follow the quick guide for international registrations at SAM.gov for registrants who are physically located outside the U.S. and its territories
- d. Foreign vendors are **NOT** required to enter tax identification numbers (TIN) in SAM. If TIN information is entered, the SAM Registration will be sent to the Internal Revenue Service (IRS) for validation (which will increase the processing time) before being forwarded on to the CAGE Program Office for final validation.
- e. If you are a non-U.S. registrant doing business outside the U.S. then Electronic Funds Transfer (EFT) information is not mandatory.
- f. If the registration is successfully processed in SAM with the NCAGE Code and submitted to CAGE Program Office for final validation, an email confirmation will be sent to the authorized administrator user(s) of the entity/organization and the SAM status will be updated to “Pending CAGE Validation”.
- g. If the registration is not complete at SAM, the status will indicate “Draft” until the Core Data is complete. “Work in Progress” indicates that Core Data is not complete.
- h. Continue to complete the registration until you have submitted your SAM registration.
- i. Log into SAM and check the SAM Status Tracker to check the status. The checkmarks on the left navigation menu or error messages at the top of the page will indicate what is required to complete the registration process.

5th step

Register with the System for Award Management (SAM)

▣ Information opt-out

- ❖ You may opt-out from displaying your entity information on the SAM Public search page. This may result in a reduction of federal government business opportunities.
- ❖ On the screen Information Opt-out please select one of the following:
 - I authorize my entity's information to be displayed in SAM's Public Search
 - I do not authorize information to be displayed in SAM's Public Search
- ❖ Then click on Save and Continue

5th step

Register with the System for Award Management (SAM)

Steps For Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create a Individual Account and Login
3. Click “Register New Entity” under “Entity Registrations” on your “My SAM” page
4. Select your type of Entity
5. Select “Yes” to “Do you wish to bid on contracts?”
6. Complete (A, B, C and D):
 - A. “Core Data”
 - B. “Assertions”
 - C. “Representations and Certifications”
 - D. “Points of Contact”

5th step

Register with the System for Award Management (SAM)

A. Complete “Core Data”

- Validate your DUNS information
- Enter Business Information (TIN, etc.) **(NOT applicable to entities located outside the United States. If you are a foreign entity that does not pay taxes in the U.S., do not enter a number in the TIN field during registration.)**
- Foreign registrants must enter their NCAGE code.
- Enter General Information (business types, organization structure, etc.)
- Financial Information (Electronic Funds Transfer (EFT)Information). **(If you are a non-U.S. registrant doing business outside the U.S. then Electronic Funds Transfer (EFT) information is not mandatory)**
- Executive Compensation
- Proceedings Details

B. Complete “Assertions”

- Goods and Services (NAICS, PSC, etc.)
- Size Metrics
- EDI Information
- Disaster Relief Information

C. Complete “Representations and Certifications”

- FAR Responses
- Architect-Engineer Responses
- DFARS Responses

D. Complete “Points of Contact”

5th step

Register with the System for Award Management (SAM)

Create a Individual Account and Login

The screenshot shows the SAM.gov website interface. A yellow oval highlights the address bar with the URL <https://www.sam.gov/portal/SAM/#11>. A yellow callout box labeled '1' points to the address bar and contains the text www.sam.gov. Another yellow oval highlights the 'Create an Account' link in the top right corner. A yellow callout box labeled '2' points to this link and contains the text 'Click Create Account'. The website header includes the SAM logo, a navigation menu (HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, HELP), and a login section with fields for USER NAME and PASSWORD, and a LOG IN button. Below the header, there are three main sections: CREATE USER ACCOUNT, REGISTER/UPDATE ENTITY, and SEARCH RECORDS. The CREATE USER ACCOUNT section includes a 'Create User Account' button. The REGISTER/UPDATE ENTITY section includes a 'Register/Update Entity' button and a 'New! Use the SAM Status Tracker to: Check Status' button. The SEARCH RECORDS section includes a 'Search Records' button. Below these sections, there is a 'WHAT IS SAM?' section with a 'Need Help?' link, and a 'NEWS AND ANNOUNCEMENTS' section with a 'Learn more' link. The footer contains the SAM logo, version information (SAM v1.P.24.20150116-1831 WWW), and a note to all users.

1

www.sam.gov

2

Click Create Account

5th step

Register with the System for Award Management (SAM)

System for Award Management

General Services Administration [US] https://www.sam.gov/portal/SAM/?portal:componentId=42c3b948-a1c0-4457-854d-4f9cfb0443c&interactionstate=JBPN5_r00ABXcvABBfanNmQnJpZGdVmlld0kAAAAQAOL2pzZi9sb2dpbi5qc3AAB19fRU9GX18

View assistance for Create an Account—Choose Account Type

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME: PASSWORD: [LOG IN](#)
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Create an Account
Choose Account Type

Individual Account Details
Create an Individual User Account
* To perform tasks such as register/update your entity (legacy CCR/FedReg and ORCA functionality).
* To create and manage exclusion records (legacy EPLS functionality).
* To view FOUO level data for entity management registration records and exclusion records (Same as government user CCR Tools functionality).

[Create an Account](#)

System Account Details
Create a System User Account
* If you need system-to-system communication or you are automating your system pull of the data.
* If you are performing data transfer from SAM to your government database system.

[Create System Account](#)

SAM | System for Award Management 1.0
Note to all Users: This is a Federal Government computer system system constitutes consent to monitoring at all times.

IBM v1.P.24-20150116-1831
WWW1

GSA USA.gov

3

Click Create an Account

<https://www.sam.gov/portal/SAM/#>

CCR ... Syste... Micros... Ariba ... CCR ... load - ... Subpa... Sent It... Cell P... pib20... SAM-F... SAM... Presen...

EN 12:47 PM 3/9/2015

5th step

Register with the System for Award Management (SAM)

System for Award M... x

General Services Administration [US] https://www.sam.gov/portal/SAM/?navigationalstate=JBPN5_r00ABXdACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQApdmlldzo2NzQ3ZWl5ZC0yYzYxLTQ0YTctOGRIYS01N2JINGYxYTNjZDIA

View assistance for Your Account Information - Create your individual user account in SAM by entering the following information.

Individual

Create your individual user account in SAM by entering the following information.

Personal Information

Summary

First Name: *

Last Name: *

Email Address: *

Confirm Email Address: *

Phone: * xxxxx-xxxxxx-xxxxxx

Primary Communication: ☐ Phone ☐ Email

Additional Comments: Optional - Describe why you selected your primary communication method.

Country: * KUWAIT

Username must be at least six characters in length.
Warning: Once created, username cannot be changed in SAM.

Username: *

Password must be at least 8 characters in length and contain at least one number, one letter, and one special character.

Password: *

Confirm Password: *

Security Question 1: * Please select a value

Security Answer 1: *

Security Question 2: * Please select a value

Security Answer 2: *

Security Question 3: * Please select a value

Security Answer 3: *

CANCEL

Country

Select the country in which you are currently residing.

Select the country in which you are residing

Once created, username can't be changed in SAM

Click Next

4

5

NEXT

CCR Web... System f... Microsof... Internet ... Sent Ite... Death in ... Cell Phon... W pib2013... SAM-For... SAM-For... Presentat... EN 12:54 PM 3/9/2015

5th step

Register with the System for Award Management (SAM)

This page means that you have successfully created your user account and that you must now validate it by responding to the validation email.

The screenshot displays the SAM (System for Award Management) website interface. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portalcomponent=General Services Ad...>. The page title is "Create Account: Personal". The main content area displays a confirmation message:

Confirmation
Wed Apr 03 14:25:24 EDT 2013
Congratulations -- Your SAM account has been created! But, you are not done. We just sent you an email to the email address you gave us so you can confirm your account creation. In the email, there is a link that you must click within next 48 hours to activate your account. For now, click on DONE to go back to the SAM Home page.

At the bottom of the confirmation box, there are three buttons: PRINT, SAVE, and DONE. The DONE button is circled in red, and a yellow callout bubble with the number 6 points to it. A yellow button labeled "Select Done" is also present.

The page footer includes the text: "SAM | System for Award Management 1.0", "IBM v1.821.20130326-0005 WWW:", and logos for GSA and USA.gov.

5th step

Register with the System for Award Management (SAM)

The validation email comes from notification@sam.gov. The activation link is the first link in the email and may not be an active link. If it is not active you may copy and paste the address in your browser address line.

The screenshot shows a Gmail inbox with a welcome email from notification@sam.gov. The email content is as follows:

FreeScoreOnline - 3 Bureau Credit Report - View your latest Credit Scores from all 3 bureaus in 60 seconds for \$0!

Why this ad?

Welcome to the U.S. Federal Government's System for Award Management (SAM)

notification@sam.gov
to me

2:25 PM (2 minutes ago)

This email was sent by an automated administrator. Please do not reply to this message.

Thank you for registering in the U.S. federal government's System for Award Management (SAM).

Your Username is: ames4591

Please note that this is only a confirmation of your Username. You must click on the link below, within 48 hours of receipt of this message, to verify your email address and complete the registration process. <https://www.sam.gov/portal/public/SAM?activationCode=iL5sPwK4bhVFGNd>

You may also copy and paste the URL into your browser address line to go directly to the web page.

Please note that if this is your first login attempt, the system will default to the Migrate Legacy Account page where you will be prompted to indicate whether or not you wish to transfer your role(s) held in the legacy federal government systems (CCR.gov, FedReg.gov, ORCA.gov, and EPLS.gov) to your new SAM account.

IMPORTANT: If you do not have roles to migrate from a legacy system, or if you would like a new role assigned to your account, you will need to request that a role be assigned by your Administrator in order to have access to desired system functionality.

For assistance, please contact the Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220 (toll free) or at 334-206-7828 (internationally).

Thank you,
The System for Award Management
<https://www.sam.gov/portal/public>

7

Select the activation link

notification
notification@sam.gov
Show details

Ads - Why these ads?

FreeScoreOnline
3 Bureau Credit Report
View your latest Credit Scores from all 3 bureaus in 60 seconds for \$0!

More Promotions (9)

Can't Sell Your Timeshare
Tired of Paying Upfront Fees? Learn The Truth About Selling Timeshares
TimeshareOut.com

5th step

Register with the System for Award Management (SAM)

The link will take you to SAM site. Now you can log in to activate your user account.

The screenshot displays the SAM (System for Award Management) website interface. At the top, there's a navigation bar with tabs: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below this is a login section titled "Enter Username and Password". The login section contains a form with two input fields: "Username" and "Password". Below the "Username" field is a link "Forgot Username?", and below the "Password" field is a link "Forgot Password?". A "Login" button is located at the bottom of the form. A yellow oval highlights the login form, and a yellow callout box with the number 8 points to it, containing the text "Enter your Username and Password".

USER NAME: PASSWORD: [LOG IN](#)

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

Enter Username and Password

Login

Please Enter your Username and Password to login to SAM. If you do not remember your Username or Password, please use the respective [Forgot Username?](#) and [Forgot Password?](#) links provided below.

Username:

[Forgot Username?](#)

Password:

[Forgot Password?](#)

[Login](#)

SAM | System for Award Management 1.0

IBM v1.821.20130326-0005
WWV1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov

5th step

Register with the System for Award Management (SAM)

Once you select done on this page your account will be activated and you will be logged in to the SAM system.

https://www.sam.gov/portal/public/SAM1portal:componentId Identified by Entrust Pandora Radio - Listen to Free... Welcome to the U.S. Federal G... System for Award Manage...

File Edit View Favorites Tools Help

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Name: Mr. Amy Fuller

Account Activated - Confirmation

Confirmation

Wed Apr 03 14:33:03 EDT 2013

Thank you for activating your SAM account! You will be taken to the User Dashboard page. Once on the User Dashboard, you will have the option to migrate an account from a legacy system. Use the **Done** button to continue.

Select Done. 9

PRINT SAVE **DONE**

SAM | System for Award Management 1.0

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov

5th step

Register with the System for Award Management (SAM)

Register/Update Entity.

The screenshot shows the SAM.gov website interface. The browser address bar displays <https://www.sam.gov/portal/public/SAM?portal:componentid>. The page header includes the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". A user named "Amy Fuller" is logged in, with a "LOGOUT" button. The main navigation bar contains links: "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". A search bar is located to the right of these links. The "MY SAM" section is expanded, showing a list of options: "Register/Update Entity", "Register New Entity", "Service Contract Inventory", "Account Settings", "Data Access", and "General". The "Register/Update Entity" option is highlighted with a yellow circle. A yellow callout box with the number "10" and the text "Select Register" points to this option. The main content area displays a "Welcome, Amy Fuller" message, a question about migrating a legacy system account with "YES" and "HIDE MESSAGE" buttons, and a "Notice for all registered users" regarding NAICS codes.

https://www.sam.gov/portal/public/SAM?portal:componentid

General Services Ad...

Pandora Radio - Listen to Free ...

Welcome to the U.S. Federal G...

System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

SAM
SYSTEM FOR AWARD MANAGEMENT

Amy Fuller
LOGOUT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

MY SAM

Register/Update Entity

Register New Entity

Service Contract Inventory

Account Settings

Data Access

General

10

Select Register

Welcome, Amy Fuller

Would you like to migrate a legacy system account? YES HIDE MESSAGE

Welcome to SAM!

The User Management function within SAM.gov is temporarily unavailable. Users will not be able to update their user roles and administrators will not be able to manage entity users (e.g. change roles, delete or add users). However, if you have an urgent situation where you need to edit user roles, please contact the Federal Service Desk (www.fsd.gov). You may also still migrate legacy system user accounts by utilizing the "Yes" button in the banner asking "Would you like to migrate a legacy system account?" We apologize for any inconvenience this may cause.

Notice for all registered users:

The 2012 North American Industry Classification Standards (NAICS codes) are now active. As part of this change, the Small Business Administration (SBA) has been reviewing and updating its table of size standards. Size Standards changes have taken place on the following dates:

- October 1, 2012
- October 24, 2012
- January 7, 2013

Impact to you:

1. The NAICS you selected in the Assertions section of your registration will not be affected and no action is needed at this time. However, the next time you update your record, you will be required to update the NAICS to ensure that they are in accordance with the 2012 list.
2. The NAICS lists to which you certified in your representations and certifications will be updated as follows:

If the description of the NAICS has been changed, you will now see the 2012 version of the description in the table.

5th step

Register with the System for Award Management (SAM)

Page will display information required to complete your registration

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=fd8581f5-fdb9-4668-9782-f053c5cf0d35&p

General Services Administration [US]

System for Award Management

File Edit View Favorites Tools Help

Page Safety Tools

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

Points of Contact (POC) - The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. POC types include, but are not limited to, accounts receivable, electronic business, and government business. POC information is mandatory for all registration types.

Before you start, please be sure you have gathered the following information:

- Your Data Universal Numbering System (DUNS) Number from Dun and Bradstreet and the name and address associated with that DUNS
- Your Taxpayer Identification Number and the name associated with that TIN (from your W-2)
- Your Contractor and Government Entity (CAGE) Code, if you already have one (if you don't, one will be assigned to you during registration)
- Your Electronic Funds Transfer information such as your ABA Routing Number and your account number

You will be unable to submit your registration online unless all the mandatory information is provided.

* **Note:** An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. Failure to renew may affect the ability to do business with the Federal government.

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START REGISTRATION

SAM | System for Award Management

IBM 1.863-20130412-1616 WWW1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov

75%

Start

System for Award ...

Microsoft PowerPoint ...

Desktop

8:59 AM 4/23/2013

5th step

Register with the System for Award Management (SAM)

Purpose of Registration.

The System will guide you based on your answers

System for Award Management - Windows Internet Explorer

https://sam.gov/portal/public/SAM/portal/componentId=63fd5... Identified by Entrust Google

File Edit View Favorites Tools Help

System for Award Management

AMY FULLER
LOGOUT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Register Entity

Registration Overview

Purpose of Registration

Determine Purpose of Registration

Page Description

The system will guide you through the entity registration process based on the answers you provide below.

What type of entity are you? *

Please select a value

Please select a value

Business or Organization

US State Government

US Local Government

Tribal Government

Foreign Government

Do you wish to bid on contracts?

Do you want to be eligible for grants and other federal assistance?

Not Applicable

BACK TO USER DASHBOARD

Done Internet | Protected Mode: On 100% 3:51 PM 5/1/2013

Definitions

DEFINITIONS

DUNS Number

Dun & Bradstreet (D&B) provides a DUNS Number (a unique nine-digit identification number) for each physical location of your business. DUNS Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

If your organization does not have a valid DUNS number, you must request one using one of the methods below. Regardless of the method used, requesting the DUNS number for the first time is free of charge. Please be aware that requesting and renewing a DUNS number may take up to 30 business days.

- ☐ Via the DUNS website at <http://fedgov.dnb.com/webform>

The DUNS website has information available in English only. Requesting a DUNS number is free of charge.

- ☐ Via an international DUNS office:

<http://www.dandb.com/international/>

- ☐ http://www.dnblatam.com/DUNSRequest/ESP_Contacts.asp

If your organization already has a DUNS number, please verify that it is valid. The DUNS number must be renewed on an annual basis by either of the two methods below:

Directly through the DUNS website. No fee is charged.

Contacting the international DUNS office in your country. A fee is charged depending on locality and urgency of request. Contact information can be found here:

http://www.dandb.com/international/http://www.dnblatam.com/DUNSRequest/ESP_Contacts.asp

Definitions

DEFINITIONS

CAGE and NCAGE Code in SAM

The Commercial And Government Entity (CAGE) Code is a five-character ID number used extensively within the U.S. federal government, assigned by the Department of Defense's Defense Logistics Agency (DLA). The CAGE code provides a standardized method of identifying a given facility at a specific location. CAGE codes for entities located outside the United States are called NATO Commercial and Government Entity (NCAGE) codes. NCAGE codes are assigned internationally as part of the NATO Codification System (NCS), and are required for all foreign entities or the registration will be considered incomplete. A CAGE code or NCAGE code will be automatically assigned to you as a part of your entity's registration in SAM. NCAGE is required for all foreign entities or the registration will be considered incomplete. Information on how to obtain NCAGE codes may be found at http://www.dlis.dla.mil/Forms/Form_AC135.asp

The DLA is the government agency responsible for administering CAGE codes. You should email or call the DLA Customer Interaction Center to clarify the error. Agents are available 24 hours a day, 7 days a week, including holidays. Once the error is cleared then you can go back in SAM and resubmit your registration.

Toll Free: 1-877-352-2255

Commercial: 1-269-961-7766

Email: dlacontactcenter@dlamail.mil

To research or cross reference what is registered on a recipient's CAGE or NCAGE code account you can visit the DLA's website (http://www.logisticsinformationservice.dla.mil/BINCS/begin_search.aspx) and search by "DUNS" or the "Name" of the entity to see CAGE or NCAGE code registration information.

Definitions

DEFINISHINGS

SWIFT code is a standard format of Bank Identifier Codes (BIC) and it is a unique identification code for a particular bank. These codes are used when transferring money between banks, particularly for international wire transfers. Banks also used the codes for exchanging other messages between them. The SWIFT code consists of 8 or 11 characters. When 8-digits code is given, it refers to the primary office.

First 4 characters - bank code (only letters)

Next 2 characters - ISO 3166-1 alpha-2 country code (only letters)

Next 2 characters - location code (letters and digits) (passive participant will have "1" in the second character)

Last 3 characters - branch code, optional ('XXX' for primary office) (letters and digits)

Currently, there are over 7,500 “live” SWIFT codes. The "live" codes are for the partners who are actively connected to the SWIFT network. On top of that, there are more than 10,000 additional codes, which are used for manual transactions. These additional codes are for the passive participants. The registrations of SWIFT Codes are handled by Society for Worldwide Interbank Financial Telecommunication (“SWIFT”) and their headquarters is located in La Hulpe, Belgium.

Definitions

DEFINITIONS

NAICS

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. You do not need a NAICS code if you are a non-governmental organization applying for a grant.